

TIMELINE FOR A TYPICAL PROJECT

CLEAN WATER FUND PROGRAM (CWFP)

1	2	3	4	5	6	7
<p>Municipality submits its Notice of Intent to Apply (ITA, Form 8700-195) and Priority Evaluation and Ranking Form (PERF, Form 8700-196), postmarked by December 31, to the Bureau of Community Financial Assistance.</p> <p>Municipality passes a reimbursement resolution and an authorized representative resolution prior to the ITA and PERF submittal or as soon as possible thereafter.</p> <p>DNR reviews the PERF, calculates a priority score, notifies the municipality of the score and publishes the project priority list.</p> <p><i>Approximately 3-4 months is needed to process the ITAs and PERFs and rank the projects.</i></p>	<p>Municipality submits a facility plan to the DNR Bureau of Watershed Management.</p> <p>The municipality must receive facility plan approval prior to submitting a CWFP application.</p> <p>The municipality should consider submitting plans and specifications to the DNR Bureau of Watershed Management prior to submitting the CWFP application.</p> <p><i>A minimum of 3 months is needed for approval of engineering documents.</i></p>	<p>Municipality submits a complete CWFP application (Form 8700-203) to the Bureau of Community Financial Assistance, including approvable plans and specifications.</p> <p>DNR project manager reviews application for completeness.</p> <p>DOA determines project affordability.</p> <p>Project manager notifies municipality in writing of application acceptance.</p> <p>Municipality must sign Financial Assistance Agreement within 8 months of the date of application acceptance.</p> <p>Municipality bids project.</p> <p><i>A minimum of 4 weeks is needed to complete preliminary review of an application.</i></p>	<p>Municipality submits additional items to the Bureaus of Watershed Management and Community Financial Assistance for review and approval.</p> <p>The CWFP application checklist identifies items to be submitted in addition to the complete application.</p> <p>DNR project manager reviews:</p> <ul style="list-style-type: none"> ✓ Bidding documentation ✓ MBE/WBE good faith efforts documentation ✓ User charge system ✓ Proof of adoption of user charge/ sewer use ordinance ✓ Intermunicipal agreement ✓ Land ownership & easement legal statement ✓ All other required documents <p><i>A minimum of 4 weeks is needed to complete all reviews in this column.</i></p>	<p>DNR project manager prepares the Financial Assistance Agreement (FAA).</p> <p>DOA prepares amortization schedule.</p> <p>Bond counsel prepares bond resolution and closing documents.</p> <p>Municipality submits to DNR a Request for Disbursement (Form 8700-215) including invoices, 3 to 4 weeks prior to the loan closing.</p> <p>DNR project manager reviews disbursement request for accuracy and invoices for eligibility of costs requested.</p> <p><i>A minimum of 3 weeks is needed to complete tasks in this column.</i></p>	<p>Municipality signs FAA and loan closing documents and returns them to DNR and bond counsel.</p> <ul style="list-style-type: none"> ✓ DNR receives signed FAA. ✓ Bond counsel receives closing documents and forwards them to DOA. <p>DOA and DNR execute FAA.</p> <p><i>A minimum of 2 weeks is needed to complete tasks in this column.</i></p>	<p>CWFP loan closes.</p> <p>Bond counsel must call DOA to confirm the closing.</p> <p>DOA authorizes the wire-transfer for the first disbursement to the municipality.</p> <p>A minimum of 5% of the total loan amount or \$50,000, whichever is less, must be disbursed at loan closing.</p>